



17th December 2019

Dear Parent/Carer

We are currently updating our medical procedures and care-plans for students who have medical conditions attending Hazel Wood High School.

Please can you inform us at your earliest convenience should your child have any medical issues that you feel school are not aware of. We will endeavour to invite you in for a meeting so that we can personalise a health plan for your child so that you, and your child, are aware of what school will be doing to ensure they are fully supported.

As you are aware it is necessary for school to have up to date information regarding any students' health/wellbeing so that they can be fully supported within school and that any reasonable adjustments can be made in order to ensure that they can fully access everything Hazel Wood High has to offer.

Any form of medication for students is not allowed on school premises (this includes paracetamol/ibuprofen and any other pain killers) unless it has been specifically prescribed for a student by their GP. The only medication a student will be allowed to carry on them will be an inhaler (asthma) or Epi-pen (allergies).

If your child needs to have prescribed medication in school you will need to come in to discuss this and fill out a medical form with the relevant details on. All medications will be stored securely in our medical cupboard and at the times medication is needed, the student will need to report to Student Services so that the medication can be administered in front of a member of staff.

As you will know it is necessary sometimes to contact you for a variety of reasons, medical issues being one of them, please can you ensure that we have your most up to date contact information stored on our systems.

All our up to date medical policies and documents are available to view on our website www.hazelwoodhigh.co.uk. Should you need to speak to someone in school regarding medical conditions/illnesses your first point of call will be Mrs Elaine Cairns (Pastoral Manager).

Yours sincerely

E. Cairns

Mrs Elaine Cairns
Pastoral Manager



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